

The Heritage Farm Project and Event Request Form (Rev. 2019)

Organizations or individuals who wish to use portions of The Heritage Farm property for an ongoing project or program, hold an event, or series of activities **MUST** complete this form. Projects and Events will fall into one or more of the categories below: (Events are things such as demonstrations, workshops, tours, celebrations, etc.)

Please circle each that applies to your request described.

- a. A project that uses a specified amount of land or space at The Heritage Farm for an extended duration of time that uses multiple farm resources such as equipment, irrigation, staff resources, parking, etc.
- b. Regular events that are part of an approved project agreement (as described in 'a' above). For example, regular planting, harvesting activities as part of the Clark County Food Bank, or regular volunteer farm activities as part of the Master Gardener program.
- c. Proposed special events that are sponsored by an organization with an ongoing project as described in 'a' above but fall outside a current agreed upon set of activities as described in 'b'. For example, an annual celebration event, summer camp activity, special group activity related to your program/project
- d. Events by organizations that do not have long term ongoing project agreement (as described in 'a') with Clark County on The Heritage Farm.

The Heritage Advisory Board (HFAB) coordinates approvals and processes through Clark County Parks. Allow at least 30 to 60 days for final approvals. Most approvals are processed more quickly than 60 days.

Please review the Heritage Farm Guiding Principles and guidelines at the end of this request form prior to completing the Form.

Once your project, event or activity is approved it will be forwarded to WSU Clark County Extension (WSUCCE) to place on The Heritage Farm Calendar. An up-to-date calendar will help all the farm projects coordinate events to alleviate conflicting event dates. It will also demonstrate the varied usage of the farm. In addition, it will help WSU Extension to direct volunteers and others to locate where the activity is being held and give directions.

Use of meeting rooms: Head House, Basement conference room, and Main conference room are managed through WSUCCE reception. Reservations are made through WSUCCE reception.

Heritage Farm Project or Event Request Form

Application Date: _____

Applicant name: _____

Sponsoring Organization: _____

Is your organization a not for profit program and registered a 501 C? Yes No

Mailing address: _____

Email address: _____

Daytime phone: _____

Applicant signature: _____

Project or Event Name: _____

Length of project or event:

___ 1 or 2-day event

___ Annual one day event

___ regular events as part of a long term project

___ 1-year project beginning _____ and ending _____.

___ 1-year project with option to renew

___ multiple years (please describe)

How many people do you expect to attend? Adults and/or youth?

Are ADA accommodations needed? If so, how would you plan to accommodate them or what needs to you have of The Heritage Farm?

Program Description

Please describe in detail your requested project or event. (Attached additional sheets as needed.)

Describe how your project meets The Heritage Farm guiding principles. Guiding principles and guidelines at end of this request form or located at www.clark.wa.gov/farm/ - under farm history 2010.

Who will facilitate or manage your project or event? Please describe their qualifications and experience.

Will there be an onsite project or event manager? Please describe their qualifications and experience.

Please describe the educational component. Include curriculum summary or online reference if available.

How will you publicize or market the project or event? Is it open to the general public?

Who funds the project or event? Please list major funding sources and their level of commitment (approved, in process, grant application submitted, etc.)

Project, Event needs:

What space and/or location are you requesting? Do you need land? If so, please describe the amount and character of land needed and the proposed use. Feel free to identify your preferred location via a site diagram.

Will you need indoor space for any reason? Describe needs

Parking needs: How many spaces, buses, etc. do you expect? Parking will be in the west and south parking lots outside the fenced area of the Farm.

Will you need to park or drive on the farm property? If so, please describe the need, location, and how many vehicles.

Will overnight parking inside the secure fenced area be needed? Please describe needs and reasons.

Do you need access to storage on the site? Would this be long term/ongoing need or temporary? Please describe your storage needs.

Do you use farm equipment? If so, please describe the kinds of equipment you will use. Will you be providing this equipment or need Heritage Farm Equipment?

Do you need irrigation? Land agreements may provide irrigation to the site. The program users are responsible for providing irrigation within the land used by the program.

Will you need Clark County Staff resources (for land preparation, set up of equipment or site preparation, etc). Please describe your needs.

What items will you be providing for the project or event? i.e. additional portable bathrooms, hand washing stations, awnings, tables, garbage removal, special equipment, security, etc.

Will you be charging for this event? Yes Fee to be charged \$ NO

Questions contact: Sandy Brown browns@wsu.edu or Kirk Gresham llamacollection@msn.com
Submit electronically browns@wsu.edu or drop off at The Heritage Farm.

Heritage Farm Advisory Committee
1919 NE 78th Street
Vancouver, WA 98685

Heritage Farm Use Only

Approved by:	
Date:	
Special conditions or restrictions:	
Payment received:	

The Heritage Farm Use Guidelines: (subject to change)

1. Events should support the **Heritage Farm Guiding Principles**.
 - Celebrate Clark County's agricultural heritage.
 - Maintain Washington State University's presence on the site through programs, research and office facilities.
 - Showcase and promote sustainable agricultural and building practices.
 - Support agricultural research that supports sustainable farming practices.
 - Enhance community wellness and inspire life-long learning.
 - Promote community volunteerism.
 - Integrate a variety of activities and resources that provide community access.
 - Reflect sound fiscal policy in decision-making matters.
2. No flea markets, swap meets, sidewalk sales or crazy days.
3. No trade, consumer, craft, club, hobby or collector's shows.
4. No religious services, church fairs, or bazaars.
5. No smoking or use of alcohol on The Heritage Farm.
6. Please plan ahead. Events should be advertised, and/or registrations taken AFTER the application has been approved.
7. Clark County reserves the right to close the site for events/activities for operational repairs, emergencies, holidays or any other reasons. The site may not be available on regularly holidays when the Heritage Farm is normally closed. These include the Fourth of July, Thanksgiving Day, Christmas Eve and Day and New Year's Eve and Day and other Clark County observed holidays.
8. Fees for use of The Heritage Farm are negotiable based on the length of use of the property, uses of county equipment or staff for support of project or event. Will also consider fees if a fee is being charged by applying organization or if organization makes a profit from fees charged, etc. Charges or fees are not currently required if the event doesn't charge a fee. However, this may be instituted at a future date or negotiated as application is reviewed.
9. Update or cancellation requests from event organizers must be managed in a timely manner (within 48 hours) whenever possible. Exceptions may include holidays and weekends.
10. **Use of meeting rooms: Head House, Basement conference room, and Main conference room are managed through WSUCCE reception. Reservations are made through WSUCCE reception.**
11. The HFAB and/or WSUCCE reserve the right to revoke events if they do not meet appropriate criteria, use vulgar, threatening, or hate speech, violate local, state or federal law, or Clark County policies and procedures.